



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: THE LEGAL CLINIC

Issue Date: 01/09/2025

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-1801683996-01

FEIN/SSN#: XX-XXX1392

UI#: XXXXXX5435

DCCA FILE#: 281811

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☒ 6) Budget
 - a) Budget request by source of funds
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details
 - e) Government contracts, grants, and grants in aid
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Bettina Mok, Executive Director

PRINT NAME AND TITLE

Jan. 17, 2025

DATE

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

☐

Operating

☐

Capital

Legal Name of Requesting Organization or Individual: Db:

Amount of State Funds Requested: \$_____

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Amount of Other Funds Available:

State: \$_____

Federal: \$ 0_____

County: \$_____

Private/Other: \$_____

Total amount of State Grants Received in the Past 5
Fiscal Years:

\$_____

Unrestricted Assets:

\$_____

New Service (Presently Does Not Exist): ☐ Existing Service (Presently in Operation): ☐

Type of Business Entity:

☐

501(C)(3) Non Profit Corporation

☐

Other Non Profit

☐

Other

Mailing Address:

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:

Authorized Signature

Name and Title

Date Signed

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

The Legal Clinic

(Typed Name of Individual or Organization)



(Signature)

Bettina Mok

(Typed Name)

1/17/25

(Date)

Executive Director

(Title)

Use of Funds for Public Purpose

If awarded a grant from the State of Hawai'i, The Legal Clinic will use the grant funds only for public purpose, pursuant to Section 42F-102 of the Hawai'i Revised Statutes.

- (1) The name of the requesting organization or individual:

The Legal Clinic

- (2) The public purpose for the grant:

The public purpose of this grant is to create meaningful in-state jobs and training opportunities for local residents through the DOJ Recognition & Accreditation program, and to build the capacity of Hawaii's public interest legal sector.

The Legal Clinic's mission is to ensure justice for low-income immigrants and migrants in Hawai'i through high-quality immigration legal services, education, and advocacy.

- (3) The services to be supported by the grant:

With this grant, The Legal Clinic (TLC) will:

- provide meaningful on-the-job training in immigration law for 8 non-attorneys;
- incentivize two nonprofit organizations to gain "DOJ Recognition" status which can employ and train DOJ Accredited Representatives;
- pilot a cohort of 6-8 "DOJ Accredited Representatives-in-training" across the state, in collaboration with three other nonprofit legal service providers;
- add a new staff member in a paralegal/legal assistant position, who can attain DOJ Accredited certification.

- (4) The target group:

Community college and undergraduate students; young professionals; those seeking a career change (including kupuna); and existing entry level staff at nonprofit organizations.

- (5) The cost of the grant and the budget.

Grant request amount: \$125,000

Budget amount: Program: \$295,200 Org: \$1,330,850

Please see budget details on "Budget Request by Source of Funds" page.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

The Legal Clinic

(Typed Name of Individual or Organization)



(Signature)

January 17, 2025

(Date)

Bettina Mok, Executive Director

Application for Grants

If any item is not applicable to the request, the applicant should enter “not applicable”.

I. Certification – see attached

- 1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**
- 2. Declaration Statement**
- 3. Public Purpose**

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. Brief Description of The Legal Clinic’s Background

The mission of The Legal Clinic (TLC) is to ensure justice for low-income immigrants and migrants Hawai’i through high quality immigration legal services, education, and advocacy.

The Legal Clinic (TLC) was established in 2017 by a group of Hawai’i lawyers and immigrant advocates who recognized a critical gap in immigration legal services for the tens of thousands of Hawai’i residents who cannot afford legal counsel and who are not eligible for other providers’ services due to the nature of their immigration matters. Secure legal status allows immigrants the ability to vote, travel freely, work, apply for benefits, and create a more stable future for their families.

TLC provides expert legal services at no cost to eligible indigent immigrant and migrant residents. Some of these services are unduplicated in the state and involve the most challenging matters in immigration law, including removal defense and asylum cases.

We also collaborate with other service providers and consult with legislators and policy makers on matters affecting the immigrant community and provide education—to the public and to the legal sector—on immigration related matters.

While other organizations may have funding or staffing restrictions that prohibit them from providing counsel on certain types of cases, TLC has no such restrictions and is committed to providing free legal services to immigrants who meet low-income eligibility guidelines, regardless of their immigration status.

Since becoming an independent non-profit 501(c)3 organization in 2019, TLC has assisted over 500 clients statewide, representing more than 40 countries of origin. Each year, we engage students in meaningful internships in immigration law, provide resources for other immigrant service providers and attorneys to help them navigate this complex field, and advocate for stronger protections and resources to support vulnerable immigrant communities.

TLC now operates statewide from two Honolulu-based offices, with a staff of ten—including three full-time immigration attorneys and a paralegal/U.S. Department of Justice Accredited Representative. A diverse, 14-member board of directors ensures fiscal compliance and organizational governance. TLC is affiliated with the Immigration Law & Justice Network, a national network of similar public interest immigration law clinics.

2. Goals and Objectives

TLC Proposes an innovative approach to professional development and job creation that simultaneously addresses a critical service gap in immigration legal services, which is likely to grow even more pronounced during the upcoming federal administration.

Goal 1: To expand opportunities for local residents to gain professional experience, training, and jobs in immigration legal services.

Objectives:

- 8 Hawai'i residents (non-attorneys) will gain meaningful professional development/ training in public interest immigration legal services through hands-on service and related coursework.
- At least 4 of these trainees will apply for DOJ Accreditation through their affiliated nonprofits and the U.S. Department of Justice during the contract period.

Goal 2: To build the capacity of Hawaii's public interest immigration law sector.

Objectives:

- TLC will incentivize job creation in immigration legal services across 4 nonprofit organizations through a new DOJ Accredited Representative Initiative. (See below for more information).
- Two participating nonprofit organizations will apply for DOJ Recognition during the contract period, so that they are able to retain DOJ Accredited Representatives. (TLC and Pacific Gateway Center already have secured DOJ Recognition).
- In 2025, TLC will hire a new paralegal/legal assistant to assist TLC attorneys with expanded services.

DOJ accredited representatives are non-lawyers working or volunteering for a "DOJ Recognized" nonprofit service provider and are authorized by the U.S. Department

of Justice to provide immigration legal services. There are two levels of DOJ accreditation:

- Full accreditation allows the person to represent clients at all levels of the immigration system, including in federal immigration court and before the Board of Immigration Appeals.
- Partial accreditation authorizes the person to represent immigrants in matters before the U.S. Citizenship and Immigration Service (“USCIS”), USCIS services include applications for citizenship, green card renewals, fee waiver requests, and other administrative matters. As described by the DOJ, the program: “aims to increase the availability of competent immigration legal representation for low-income and indigent persons, thereby promoting the effective and efficient administration of justice.”

(www.justice.gov/eoir/recognition-and-accreditation-program)

To qualify for partial accreditation, an applicant must satisfy two broad requirements. The first is formal immigration-related training, including a course on basic immigration law. The second is broad, hands-on, immigration law experience—the practical experience of working with and representing immigrants under supervision of a qualified immigration attorney. It can take one to two years for a candidate to become partially accredited and longer to become fully accredited.

There are only four partially accredited DOJ Representatives actively working in Hawai‘i, and only one fully DOJ Accredited Representative—TLC paralegal Megan Crimmins, who was fully accredited in 2024 and is now able to represent clients in immigration court.

3. Public Purpose and Need

The public purpose of this grant is to create meaningful in-state jobs and training opportunities for local residents through the DOJ Recognition & Accreditation program, and to build the capacity of Hawaii’s public interest legal sector.

For decades, Hawai‘i has been hamstrung by a critical service gap that keeps tens of thousands of residents from working legally, from voting, from traveling freely, and from being reunited with their closest family members. With only a dozen attorneys across the state practicing public interest immigration law, it’s no wonder that over 100,000 Hawai‘i residents do not yet have citizenship status. Immigration law is one of the most complex areas of law and is continually changing.

To address this gap in Hawai‘i, TLC is piloting an innovative approach to professional development and capacity building. **This program is both an affordable efficient way to ensure due process for immigrant community members and a relatively fast pathway to professional, in-state job opportunities for local residents who may not have the time or means to pursue a law degree.** Even without the specter of sweeping changes to federal

immigration policies and increased ICE activity, the growing demand for skilled immigration legal professionals in Hawai'i, has been sufficiently documented.

Of the nearly 1 in 5 Hawai'i residents who are born outside of the U.S., approximately 110,000 are non-citizens. Over 55,000 are lawful permanent residents ("Green Card" holders) and eligible to apply for naturalized citizenship but may need assistance in doing so, while an estimated 50,000+ are believed to be undocumented or under-documented (*Migration Policy Institute, 2019*). These include residents who are seeking family reunification, asylum to escape from home country persecution, and those with DACA (Deferred Action for Childhood Arrivals) status.

An astonishing 8,000+ U.S. citizen children in Hawai'i live with at least one undocumented parent (*American Immigration Council*). Lack of secure immigration status heavily impacts households and communities, both socially and economically. Most individuals in these positions require assistance with applying for U.S. citizenship or other changes in immigration status, since this area of law is complex and often changing.

Legal representation helps keep families and communities together. National studies have shown that immigrants represented by legal counsel in immigration court are five times more likely to obtain legal relief, and detained individuals are up to 10.5 times more likely to achieve favorable outcome with legal representation. (Syracuse Univ. Transactional Records Access Clearinghouse, Apr. 2024). Yet, this representation is out of reach for many. Since there are no government-sponsored public defenders in federal immigration court, those appearing in immigration court must secure their own attorney or represent themselves. Immigrants who don't speak English well or at all—even unaccompanied minors—may be left to argue their own case against opposing government attorneys and before a federal judge.

There are currently only a dozen attorneys in the state offering pro bono immigration legal services year-round—and 3 of them are at The Legal Clinic. This is an overwhelming gap in the potential service needs for tens of thousands of residents. Most of the immigration legal service providers in our state are not able to represent undocumented residents or appear in immigration court due to funding restrictions or attorney capacity; they often refer clients to TLC as our attorneys do not have the same limitations. Both Hawaii's Supreme Court Justice and the Office of the Public Defender have confirmed that there is a great need in our state for accessible and affordable legal counsel for low-income residents seeking assistance on immigration matters.

Since the consequences of being without legal representation or advice can be extremely dire, and the current capacity of our state legal sector is woefully insufficient in the face of growing demands, TLC is ramping up efforts to train law

students, nonprofit legal assistants, and others in the practice of immigration law.

Attorney positions alone are not enough to address the need. Recruitment for and retention of public-interest immigration attorneys is extremely challenging throughout the country. UH Richardson law school grads, even those with interest in immigration law, are leaving the state in pursuit of higher paying jobs. In TLC's growth, we are intentional about paying wages that are not only fair, but competitive in a high cost living environment, and provide a robust benefits packet that includes health plan coverage, generous paid time off, and flexible work from home options. We are committed to an upstream strategy to cultivate more interest and talent in this sector over time, by investing in paid internships, new paralegal/legal assistant positions, and this new DOJ Accredited Representative initiative (in addition to creating and promoting immigration attorney jobs).

In anticipation of looming federal policies that could threaten the security and well-being of tens of thousands in our state, TLC is working closely with partner organizations to create in-state jobs and provide training for local residents in immigration legal services.

3. Target Population to Be Served

Professional development in immigration law: Participants in the DOJ Accredited Representative Initiative are typically recent 2- or 4-year college graduates or young professionals who are interested in legal work but who may feel law school is out of reach. They could also include retirees seeking a meaningful way to contribute to their community. A paid position as a fully accredited representative could command a salary on par with that of a starting nonprofit attorney, while a partially accredited representative's salary would be equivalent to a paralegal's. The 2025 cohort members include a young professional Filipina immigrant, a Spanish-speaking Maui immigrant in her 20s, and a recent UH college graduate with a paralegal certificate from Kapiolani Community College (KCC). TLC interns tend to be 2nd or 3rd year law students from UH Richardson, or KCC students in the paralegal program. Participants in the initiative and law-student interns, who are supervised by TLC attorneys, will work with clients from the population described below.

Target client population: TLC's clients are Hawai'i residents and must qualify as extremely low-income (from households that are at or under 200% of the federal poverty rate). TLC has represented clients from over 40 countries of birth, with a high majority of Filipinos and Spanish-speakers represented. Immigrants and migrants, including COFA residents (citizens of Compacts of Free Association nations) are vital cultural and economic drivers in our communities, contributing \$17.5 billion to Hawaii's GDP in 2018 and paying \$874 million in state and local taxes (NAE/AIC). Immigrants make up one third of the state's tourism, entertainment and hospitality sector and one fourth of the manufacturing workforce. While these jobs are critical, as with other jobs heavily occupied by immigrants and migrants, such as agricultural and healthcare workers, they are often very low paying. One

fourth of Hawai'i's immigrants earn less than \$32,000 and over 42% (108,000+) live at or below what is considered the "Household Survival" level in Hawai'i (*Aloha United Way 2020, New American Economy, 2021*).

4. Geographic Coverage

One participant in the pilot DOJ Accredited Representative initiative is based on Maui, working with Roots Reborn, while the others will likely be O'ahu-based, working for TLC, Legal Aid Society (LASH), and Pacific Gateway Center (PGC). Pacific Gateway Center also has a Maui-based DOJ Accredited Representative who would be encouraged to join some of the cohort trainings.

The DOJ Accredited Representatives-in-training at LASH, PGC, and TLC can serve clients statewide under the coaching and supervision of their immigration attorney supervisors. Catholic Charities in Kona may also participate in our shared trainings. They already have a longtime DOJ Accredited Rep on staff and are training a new person to serve the Hawaii Island community.

The majority of TLC's clients are from low-income households on Oahu, but there is a growing demand for our services on Maui (16% in FY23-FY24), Hawai'i Island (12%), and Kauai (2%). Since the 2023 Maui wildfire disaster, TLC has increased its outreach and services on Maui—where an estimated one third of Lahaina residents were foreign-born.

III. Service Summary and Outcomes

The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the Scope of Work, Tasks and Responsibilities

DOJ Accredited Representative Initiative

TLC is spearheading a pilot immigration legal services professional development program, in collaboration with three other Hawai'i-based nonprofit organizations-- Pacific Gateway Center (PGC), Roots Reborn (on Maui), and the Hawai'i Immigrant Justice Center of Legal Aid Society of Hawai'i (LASH-HIJC). Each of these organizations have indicated interest in engaging one or more DOJ Accredited Representatives year-round and are committed to securing DOJ Recognition to be able to do so. This project may include other community partners in the near future.

6-8 trainees will participate as a cohort during the contract period. At each organization, 1-2 trainees will enroll in immigration law courses offered through Villanova University or Catholic Legal Immigration Network, Inc. (CLINIC), and get hands-on experience in immigration legal services under the supervision of a staff immigration attorney.

As part of this initiative, we are also creating a new paid paralegal/legal assistant position at TLC. The person in this role will participate in the DOJ trainee cohort and apply to become DOJ Accredited within a year.

The immigration attorneys supervising these positions will include Neribel Chardon of TLC, Ethan Higa of PGC, Rebecca Leibowitz of LASH, and Aparna Patrie of Roots Reborn. These attorneys will share training resources and collaborate on joint training sessions for the accreditation candidates. TLC will coordinate logistics and pay for related tuition and course materials.

The organizations that do not yet have DOJ Recognition are expected to apply for this status by the end of calendar year 2025. Additionally, at least 4 of the trainees will apply for DOJ Accreditation by the end of the contract period. Based on the success of the pilot program, TLC would plan to start a second cohort by spring 2026.

Law Student Internships

2-3 students from UH Richardson School of Law and/or the Kapiolani Community College paralegal certificate program will complete immigration law internships with The Legal Clinic. Interns—both paid and unpaid, work closely with TLC’s legal team members on various client casework, including intake, follow-up calls, researching, drafting briefs and participating in case management meetings. They may also take part in special projects such as community clinics and infosessions, or updating a Hawai’i “crimmigration chart”. TLC’s engagement coordinator helps with intern recruitment and outreach, while TLC staff attorneys are responsible for interviewing, selecting, training, and supervising the interns.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Feb-May 2025:

- DOJ Accredited Representative Initiative kicks off. Partner MOUs are signed. Trainees register and participate in immigration law coursework through a virtual program offered by Villanova University or through CLINIC.
- First joint cohort training offered by TLC. Trainees are assigned work related to immigration legal services at designated nonprofit sites.
- TLC staff recruit, interview, and select promising law students for internships in public interest immigration law.
- New legal assistant/paralegal staff person is integrated into TLC’s legal team.

Jun-Sep 2025:

- Second joint cohort training for DOJ Accredited Representative trainees. Trainees continue hands-on work at their respective nonprofit sites.
- Nonprofit cohort partners apply for DOJ Recognition status.

- Law student interns receive hands-on instruction in immigration issues and have direct client contact under close attorney supervision and mentoring.

Oct-Dec 2025:

- Third joint cohort training for DOJ Accredited Representative trainees. Trainees continue hands-on work at their respective nonprofit sites.
- TLC will seek funding to continue DOJ Accredited Representative Initiative and begin recruiting new cohort members and trainees for the expanded program.

Jan-Mar 2026:

- DOJ Accredited Representative trainees—including TLC's new legal assistant/paralegal— apply for accreditation once nonprofit Recognition status is secured.
- Kick off new cohort of trainees, pending additional funding.
- Recruit law students for 2026 immigration law internships.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

- DOJ Accredited Representative Initiative participants will share feedback through post training surveys and partner communications. This feedback will be used to improve future cohort trainings.
- U.S. Department of Justice communications will demonstrate organizational DOJ Recognition and individual DOJ Accreditation status.
- Cohort partner organizations will report on progress of training and types of USCIS cases or applications being worked on by trainees.
- Cohort partner organizations will report on number of DOJ accredited positions established.
- Law-student interns will report on their professional development through exit interviews with their supervising attorney(s) who will also note their demonstration of completed assignments and applied learning.
- TLC's new paralegal will submit their DOJ accreditation application within a year.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- 1-2 nonprofit organizations in Hawai'i will gain U.S. DOJ Recognition status.

- 6-8 Hawai'i residents will complete coursework and training related to immigration law, with the goal of becoming partially accredited through the U.S. DOJ Accredited Representative program. At least 4 of them will gain U.S. DOJ partially accredited representative status.
- At least 3 Hawai'i residents will complete immigration law internships at TLC.
- 2 Hawai'i-based non-attorney residents will gain paid employment in public interest immigration legal services work.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$41,667	\$41,667	\$41,667	\$125,000

- **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.**

Program related :

- Hawaii Justice Foundation IOLTA & ILAF
- City & County of Honolulu (GIA)
- The Resurrection Project

Non-program related (for organizational/operating budget):

- Immigration Law & Justice Network
- Pacific Gateway Center (sub-grants)
- State of Hawaii Judiciary
- Other Foundations (Atherton, Ching, Hawaii Community Foundation, HEI, HI Women Lawyers, McInerney)
- Individual donors
- Corporate event sponsors

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None. N/A.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

SECURED FOR 2026 PROGRAM FUNDING	
City & County of Honolulu Grants in Aid (50% of this pending FY26 renewal)	\$ 44,000
Non-government funds: Hawaii Justice Fdtn – IOLTA grant (for DOJ Accredited Reps)	\$115,000
GOVERNMENT GRANTS & CONTRACTS FOR PROGRAM WITHIN PRIOR 3 YEARS	
U.S. Office of Justice Programs (for student internships) Jan-Dec 2024	\$10,600

NON-PROGRAM RELATED GOVERNMENT GRANTS & CONTRACTS (2023-2025)				
<i>(None of this funding was for the proposed new program)</i>				
To provide immigration legal services to Hawaii's most vulnerable:				
City & County of Honolulu Grants in Aid	10/1/24-9/30/25	Dept. of Community Services	City & County of Honolulu	\$ 97,000
State of Hawai'i Judiciary - Civil Legal Services for Indigent Residents	9/15/24-6/30/25	Health & Human Services Contract	State of Hawaii	\$200,000
ILAF Grant - Hawaii Justice Foundation	7/01/24-6/30/25	Judiciary	State of Hawaii	\$48,754
State of Hawai'i Judiciary – Civil Legal Services for Indigent Residents	7/01/23-6/30/24	Health & Human Services Contract	State of Hawaii	\$245,000
ILAF Grant - Hawaii Justice Foundation	7/01/23-6/30/24	Judiciary	Judiciary	\$34,528
State of Hawai'i Grants in Aid- Immigration Legal Services	4/1/23-3/31/24	Office of Community Services	State of Hawai'i	\$140,000
State of Hawai'i Judiciary – Civil Legal Services for Indigent Residents	11/2/22-6/30/23	Health & Human Services Contract	State of Hawaii	\$245,000

ILAF Grant - Hawaii Justice Foundation	7/01/22-6/30/23	Judiciary	State of Hawaii	\$22,604
For a one-time “crimmigration” seminar in Nov 2024 for Hawaii’s public defenders				
Federal Appropriations Contract/ Byrne Discretionary Grant	11/1/23-12/1/25	U.S. Office of Justice Programs	U.S. Dept. of Justice	\$120,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$576,000 (estimated as of 1.13.25). These unrestricted funds are designated by The Legal Clinic's board of directors for the organization's operating reserve (rainy day fund). The board aims to maintain a reserve that reflects 6 months of operating expenses.

V. Experience and Capability

1. Necessary Skills & Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to this request.

- Within its first five years of operation, The Legal Clinic has become recognized as a dependable provider of high-quality immigration legal services, and an advocate for fair policies that improve the lives of Hawaii's foreign-born residents.
- TLC employs three of the twelve public interest-serving immigration attorneys that we know to provide pro bono services year-round in Hawai'i. An even smaller number among these, take on removal defense (deportation) cases, at no cost, as these cases can be complex and extend for months and years.
- TLC is led by an executive director with decades of nonprofit management and fundraising experience, and a senior staff attorney with over 15 years of law practice—including 3 years in immigration law. She is also a Registered Interpreter (Spanish) with the Hawai'i Judiciary. TLC's team also includes two full-time staff attorneys, a paralegal-DOJ Accredited Representative, a legal assistant, a director of development and events, a development & engagement coordinator, an administrative & grants manager and a community & policy advocate. A contracted accountant and language interpreters round out the team.

- TLC is only one of three organizations in Hawai'i authorized under the U.S. Department of Justice (DOJ) "Recognition & Accreditation Program" (Office of Legal Access Programs) to engage non-attorneys in providing direct immigration legal services such as applications for citizenship, visas, and other U.S. Citizenship and Immigration Services (USCIS) matters. TLC paralegal Megan Crimmins is the only "fully accredited" DOJ Representative in Hawai'i, giving her the authority to represent clients in immigration court without a law degree—thanks to her extensive training and hands-on experience working with attorneys at TLC.
- TLC's board is comprised of veteran lawyers, educators, business leaders, Pacific Islander and immigrant representatives, and an accountant. TLC board member, Shanty Asher is the Pacific Islander Liaison for the City and County of Honolulu's Office of Economic Revitalization. Board member Liza Ryan Gill coordinates a statewide Hawai'i Coalition for Immigrant Rights which brings together immigrant- and migrant-serving groups from across the state to advocate for fair policies and needed resources.
- TLC is an affiliate of the Immigration Law & Justice Network (ILJN) which supports 19 immigration legal and educational service organizations in over 50 clinics across the U.S. ILJN provides TLC with a legal advisor, funding for case management software, and access to annual conferences, as well as a wide range of advocacy, educational and other peer network resources.
- TLC is also a proud member of the Hawai'i Coalition for Immigrant Rights, the Hawai'i Association of Nonprofit Organizations (HANO), and of the National Partnership for New Americans (NPNA) network, one of the largest and most respected immigrant advocacy organizations in the U.S. NPNA provides technical training on citizenship requirements, Department of Justice accreditation of legal assistants, and advocacy related matters. Under NPNA's guidance, TLC succeeded in bringing the City & County of Honolulu into a national "Cities for Citizenship" network.
- TLC has connections and/or partnerships with other immigrant- and migrant-serving groups such as the Binhi At Ani Filipino Community Center, Safe Haven Waipahu, Catholic Charities, Maui County and Hawai'i County immigration services offices, Medical-Legal Partnership, Pacific Gateway Center, and the Community Health Workers of Kona.
- TLC attorneys belong to the American Immigration Lawyers Association (AILA) and of the National Immigration Project of the National Lawyer's Guild (NIP/NLG), both of which provide technical support and training resources for immigration legal service providers.
- The City and County of Honolulu awarded TLC a Grants-in-Aid contract for FY2024-25, to provide immigration legal services.

- The Hawai'i Judiciary has awarded TLC contracts for the last three consecutive years. During the most recently concluded contract period from November of 2022 through June of 2023, TLC provided direct legal services to 217 unique clients, securing language interpretive assistance when needed.
- The Hawai'i State Judiciary in partnership with Hawai'i Justice Foundation has awarded TLC three years' of "Indigent Legal Assistance Fund (ILAF)" support (\$14k-\$25k/year) to date, to provide immigration legal services to the most indigent (those whose household income is 125% or less than federal poverty guidelines).
- In August and September 2023, TLC legal staff joined Pacific Gateway Center (PGC) and Legal Aid Society of Hawai'i in putting on legal clinics for residents in need of replacing immigration status documents destroyed by the fire. Following these efforts, U.S. Red Cross representatives nominated TLC for a two-year fellowship award from the national nonprofit Equal Justice Works, which allowed us to hire Maui focused Staff Attorney and Disaster Resilience Fellow, Josh Abeyta, who regularly serves clients on Maui, participates in workshops with partner organizations, and strengthens ties in the local community.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Legal Clinic office has two O'ahu-based offices, as well as facilities made available through arrangement with partner organizations. Our first office is centrally located at the First United Methodist Church, across the street from the Honolulu Museum of Art, two blocks from Blaisdell Center, and easily accessible by car, public transit, and on foot. The church leases the space to TLC for \$1/year. We have access to larger rooms in the church for group meetings, trainings, and other events.

TLC's second office, in downtown Honolulu, is where our program staff is based. It is a comfortable, dignified and safe location for clients, volunteers, and staff alike, with a shared work area, two closed-door meeting rooms and a small client waiting area with toys and books to keep children busy. The building is located above a parking garage and is near many bus lines.

TLC also holds legal clinics and workshops in borrowed spaces—such as in community centers, schools, and other churches, in order to be accessible to residents across O'ahu and on neighbor islands. The DOJ Accredited Representative Initiative cohort will mostly convene via videoconferencing (Zoom or Teams), however, we aim to

convene the group in person at least once during the contract period—either on O‘ahu or on Maui.

On Maui, TLC has joined Pacific Gateway Center, Legal Aid, and others to offer free legal services for Maui fire survivors at the Walter J. Cameron Center, in Wailuku, where there is a new “Immigrant Resource Center”. Maui-based nonprofits have offered use of meeting space to TLC, including Binhi At Ani Filipino Community Center and Roots Reborn.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The DOJ Accredited Representative Initiative will be managed by TLC’s executive director with support from TLC’s senior staff attorney and a paralegal. Each of the participating nonprofit service providing organizations has a staff attorney who will train the cohort members in aspects of immigration legal service work.

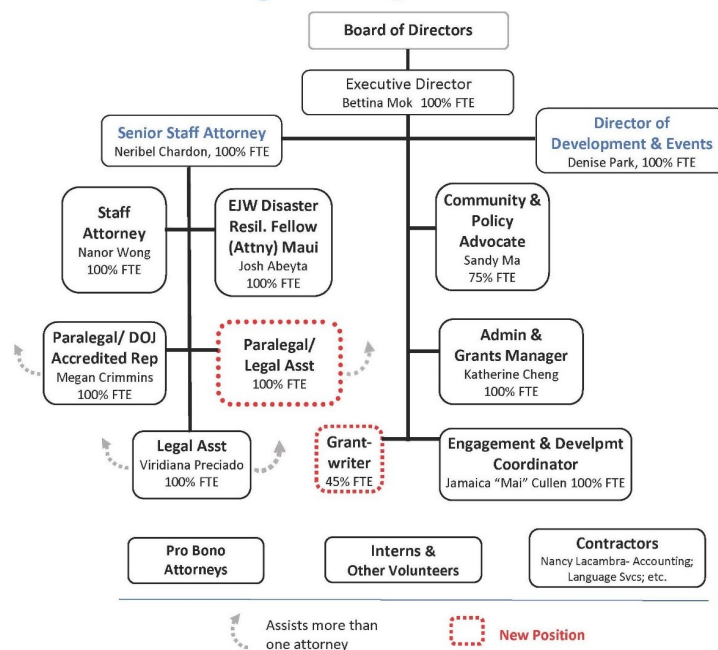
- TLC immigration attorney Neribel Chardon will train and supervise TLC’s new paralegal and student interns, as well as other staff attorneys on the legal team. Neribel joined TLC in 2023, having previously worked for a private immigration and family-based law firm in Honolulu. She provides direct legal counsel to clients on immigration matters, as well as legal education and training for staff, volunteers and the public. She represents TLC clients in federal immigration court and is registered with the Executive Office for Immigration Review (EOIR). She holds a law degree (graduating magna cum laude) from the Pontifical Catholic University of Puerto Rico Law School. Previously she also practiced Labor and Employment Law defense litigation for 15+ years. Neribel is also a Registered Spanish Interpreter (Hawaii State Judiciary) and Notary Public. She reports to the executive director.
- Legal Aid’s managing immigration attorney, Rebecca Leibowitz, will supervise and coach the Accredited-Representatives-in-training at LASH-HIJC.
- Pacific Gateway Center’s immigration attorneys include Ethan Higa and Kara Teng who will mentor and supervise their Accredited-Representatives-in-training. Both Ethan and Kara are graduates of UH Richardson School of Law.
- Aparna Patrie is the immigration attorney who will supervise the cohort trainee at Roots Reborn on Maui. Aparna, herself an immigrant, received her JD from Georgetown Law School (magna cum laude).

- TLC's executive director (ED) Bettina Mok is tasked with the organization's overall management, as well as with fundraising, contracts, and partnership development. Bettina was TLC's first paid staff person in 2019, has worked in the nonprofit sector for over 30 years, as a prior executive director, youth programs manager, grant writer, foundation officer, and as an independent consultant to other nonprofit directors. She has significant experience and training in fundraising, employee supervision, volunteer and board management, event coordination, program development and non-profit administration. Bettina has a Master of Arts degree in International Administration.
- TLC will hire a part-time grant writer to help raise funds that ensure the sustainability of the DOJ Accreditation Initiative beyond its pilot year. Funding from new grants would also underwrite the costs of the new paralegal position and future paid DOJ Accredited Representative positions at TLC and other nonprofits in Hawai'i.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request

The Legal Clinic Organizational Chart FY25



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director \$90k-\$110k

Development Director \$90k-\$100k

Senior Staff Attorney \$85k-\$94k

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None. N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

- The Legal Clinic's staff attorneys, and any contracted lawyers representing clients on immigration cases, shall have a law degree, and membership in a state Bar. Immigration attorneys can be licensed in any U.S. state to practice in federal immigration court.
- TLC's staff attorneys are also authorized to represent cases and clients before the U.S. Citizenship and Immigration Service Executive Office for Immigration Review (US Department of Justice).
- The U.S. Department of Justice (DOJ) has designated The Legal Clinic to serve as a "Recognition & Accreditation Program" site. As such, non-attorneys serving with TLC –such as legal assistants, interns, etc., can apply to become DOJ "Accredited Representatives" who can then provide immigration legal services to Hawai'i residents with attorney oversight.
- TLC's current paralegal is fully-accredited by the DOJ and can represent clients in immigration court. She is the first and only fully-DOJ Accredited Representative in the state. TLC knows of only 34 other active (partially) accredited representatives serving immigrant clients in Hawai'i.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

This award/grant would not support a private educational institution (neither sectarian or non-sectarian) –as referenced in Article X, Section 1, of the State Constitution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but**
- (b) Not received by the applicant thereafter**

TLC has a five-year strategic plan in place, which reflects our commitment to financial sustainability. In keeping with this, our executive director and staff work closely with the board development committee to implement a fundraising plan which is evaluated and updated annually, and includes a diverse mix of government funding, foundation grants, corporate sponsorships, individual giving and benefit events. TLC maintains an engaged benefit event planning committee and has recently hired a new director of development & events with significant experience in nonprofit fundraising and with strong contacts in the local business community.

This year, TLC plans to bring on a part-time grant writer to pursue new funding sources and keep up on renewal requests and reporting. This investment should pay off within a year, through a marked increase in foundation revenues for TLC and its initiative partners.

Funders have taken notice of our growing reputation in the community, and some now approve renewal grants annually. While we continue to cultivate a diverse revenue portfolio, some funding sources have been especially key to TLC's strategic growth:

- The IOLTA fund of the Hawai'i Justice Foundation, which provides general operating support and has pledged to fund part of the pilot year DOJ Accredited Representative program
- City & County of Honolulu and State Grants-in-Aid, which allowed us to launch an updated multi-language website and increase outreach to neighbor islands
- First United Methodist Church, which has contributed significant unrestricted funds annually, and only charges us \$1/year in rent for one of our office sites
- The Immigration Law & Justice Network, our national affiliate which contributes free technical support, and \$14,000-\$26,000 annually
- Private foundations that have renewed their support from year to year

- Several hundred individual donors who donate through our annual benefit event campaign

To leverage financial resources, TLC utilizes existing community resources, a growing volunteer base, and partnerships with other organizations and faith-based institutions. Donated office space from the First United Methodist Church of Honolulu has saved TLC thousands in rental costs.

100% of TLC board members contribute to the organization, and participate in fundraising through corporate sponsor cultivation, planning fundraising events, and conducting individual donor outreach.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: The Legal Clinic

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	103,076	0	35,000	108,000
2. Payroll Taxes & Assessments	13,297		4,000	1,200
3. Fringe Benefits	6,179		2,800	800
TOTAL PERSONNEL COST	122,500		41,800	110,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				5,000
2. Insurance				2,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	2,500		2,000	
5. Staff Training				8,000
6. Supplies			200	500
7. Telecommunication			0	500
8. Utilities				
9. Consultants				
10. Mileage/Parking			0	200
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	2,500		2,200	16,200
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000		44,000	126,200
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Bettina Mok (808) 797-2599		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	44,000	#VALUE! Jan. 16, 2025		
(d) Total Private/Other Funds Requested	126,200	Signature of Authorized Official Date		
TOTAL BUDGET	295,200	Bettina Mok, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: The Legal Clinic

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Paralegal/Legal Assistant		1	\$56,000.00	100.00%	\$ 56,000.00
Grantwriter		0.45	\$64,480.00	43.00%	\$ 27,726.00
Senior Staff Attorney		1	\$88,700.00	10.00%	\$ 8,870.00
Executive Director		1	\$104,800.00	10.00%	\$ 10,480.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					103,076.00

JUSTIFICATION/COMMENTS: To help create more jobs and job-related training for the legal sector (in immigration law), TLC is launching a pilot cohort program to incentivize 3 other nonprofits to train and mentor local residents who can gain certification by the U.S. Department of Justice as "DOJ Accredited Representatives" - in addition to training our own new paralegal. These are non-attorneys- once accredited- can assist clients with immigration legal services (without going to law school!). Much of the pilot program is already funded by Hawaii Justice Foundation, to support the hosting nonprofits' related expenses and cover specialized course and training materials. TLC is coordinating the model cohort program and is requesting additional funds to offset coordination costs (10% of ED and senior attorney time), as well as a new paralegal position that is designed to employ one of the DOJ Accredited Reps-in-training. To sustain this initiative beyond a year, we are also requesting funding to pay for a part-time grant writer position in 2025. Through this modest investment, we will engage 2 student interns and 6 year-round trainees in professional development experiences, so they can gain DOJ Accreditation. 2 of the participating organizations will also apply for DOJ Recognition during the contract period, so that they can train and hire their own Accredited Representatives in future.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The Legal Clinic

Contracts Total: 44,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	City & County of Honolulu - Grants in Aid	10/1/24-9/30/25	Dept. of Community Services	City & County of Honolulu	\$44,000

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: The Legal Clinic

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS: N/A						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: The Legal Clinic

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				